

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2> <p style="text-align: center;">***OPEN UNTIL FILLED***</p>		広報番号： Announcement No.	RFD-004-07	
		募集締切日： Closing Date	1 st Cut Off: 8 Jan 07 2 nd Cut Off: 29 Jan 07 Close: 19 Feb 07	
		発行日： Date of Issue	19 Dec 06	
1.職種名 Job title (等級 Grade <u>5</u> / 語学等級 LAD <u>2</u>) <h3 style="text-align: center;">Chief Fire Alarm Dispatcher #3009</h3> <p>Acceptable trainee level: 3-3</p> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> 事務系 Administrative <input type="checkbox"/> 技能系 Blue Collar Trade <input checked="" type="checkbox"/> 保安系 Security <input type="checkbox"/> 医療系 Medical </div>		募集人数 No. of Recruitment <h2 style="text-align: center;">1 名</h2>	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant	
2.部隊 Activity CNFJ Regional Fire Department Regional Technical Services Division Kanto Plain Emergency Dispatch Branch 勤務場所 Working Place: : Yokosuka		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (__ヵ月 Months)		
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days: Mon thru Fri 勤務時間・休憩 Work Hours/Recess Period: 0700 – 1545 / 1100-1145 <input checked="" type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel				
6.職務内容 Duties See attached task list.				
7.資格要件／身体条件 Qualification/Physical Requirements a. 1 year of specialized experience equivalent at 3-4 level in the field of emergency dispatch related life safety/security and rescue operations. b. Must have Telecommunicator I & II certification. c. Skill in operating and maintaining Radio communication network system including 9-1-1 emergency telephone calls for Fire, Medical, and Police. d. Skill in operating multiple communication equipment simultaneously. e. Ability to supervise subordinates and manage geographically separated emergency dispatch offices in Yokosuka, Ikego, Negishi, and Atsugi. f. Ability to read, write and speak English and Japanese at a native level. *Must not have color blindness and/or weakness. *Must be able to report for duty 24 hours a day, whether public transportation is available or not. *A potentially qualified applicant may be selected at grade 3-3/3-4 level as below: a. Must have 1 year of clerical, technical, or administrative work experience in any field, OR 1 year of specialized experience equivalent at 3-2 level in the related work (for 3-3) / 1 year of specialized experience equivalent at 3-3 level in the related work (for 3-4) , OR combination of the above experiences for a total of at least 1 year, OR completion of 4-years college/university in any field. b. Must have or be able to obtain Telecommunicator I & II certification within (1) year by enrolling in Department of Defense (DOD) certification program. Handicapped applicants may be accepted, depending on the degree and kind of disability.				
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional				
学歴 Educational Background : N/A		免許証／修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8		

8.提出するもの Application and Associated Documents	職務状況 Working Condition
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<p>*<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement</p> <p>*<input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience</p> <p>*の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either</p> <p><input type="checkbox"/> 運転免許証の写し Copy of Driver's License</p> <p><input type="checkbox"/> 修了証／証明書の写し Copy of Certificate</p> <p><input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)</p> <p><input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)</p> <p><input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy</p>	<p>Work in a single office for predetermined time.</p>
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9. 応募書類提出先 Office to Submit

内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。 Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement:

1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to:

〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22
米海軍横須賀基地日本人雇用課 (N132) COMNAVFJORJAPAN, Human Resources Office (HRO) Yokosuka
内線/Extension 243-6182 JN Employment Division (N132)
*部隊担当者名 Office/POC: Ms. Nakazawa 軍電 (DSN) 243- 6182 ☎直通 046-816-6182 受付時間: 0900 - 1500

2. 外部（非従業員）提出先 Off Base Applicants must submit to:

〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka
(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA
管理第一係 Management Section
電話番号 Phone 046-828-6959
受付時間: 月曜—金曜、0830-1730 (日本の祭日を除く) Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) *雇用条件等のご質問はこちらにお問い合わせ下さい。Please contact LMO/IAA for questions on conditions of employment.

募集部隊担当者 Activity POC: Kiyomi Nakazawa

軍電 (DSN) 243-6182

PD No.: CNFJ-N01FTKE-001

PD is accurate and current. Certified by Activity: KN

HRO: kw12/13 yk
12/15

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
提出された応募書類はお返ししません Submitted applications will not be returned.

CHIEF FIRE ALARM DISPATCHER

1. Works under the supervision of the Technical Service Chief. The incumbent of this position is responsible for the effective and efficient operation of the fire alarm dispatch and communications center. Major duties include providing direct supervision to two (2) Assistant Fire Alarm Dispatchers and indirect supervision to 22 Fire Alarm Dispatchers assigned throughout each district, provide guidance and counseling, enforces policies and procedures, inspects and evaluates operational equipment and functions of the Fire Alarm Communication Center. Develops monthly work schedules, travel allowances and time sheets for fire alarm dispatch center personnel. Insures emergency and non-emergency reports are electronically logged and transferred into the Department of Defense Fire Incident Reporting System (DFIRS) for Naval Safety. Maintains official record of all Fire Alarm Communication Center activities to including Aircraft and Ammunition standbys. 50%
2. Insures all communications equipment, and Land Mobile Radios (LMR) are maintained in operational status. Procedures are given for inoperative or malfunctioned units, this also includes purchasing of new communication assets and frequency matters. Appointed as the Fire Dept. Building/Area Monitor responsible for all work orders and emergency service calls. Designates Telephone Service Repair (TSR) work for NAVCOMTELSTA. Up-dates and inventories the status of all Fire Department vehicle assignments. Designated for PWC Utility Department for Fire Hydrant status and PWC Housing office, concerning housing related incidents. Assures that all Fire Alarm reporting and receiving systems are programmed and functioning properly. Provides technical advice to field units and dispatchers. This includes the communication center recording systems. Develop new (SOP) Standard Operating Procedure for the 911-communication center. 35%
3. Provides technical **advice** to all dispatchers concerning communication center operations and its responsibilities. Develops test materials and organized orientation and training for new Fire Alarm Dispatchers. Creates weekly response report for Department head meetings. Create Fire Department Response graph each quarter. 5%
4. When required, assigned as a Fire Alarm Dispatcher to prevent manning deficiency in all districts. Perform as the Interpreter when, (I/D) Interpreter/Driver is not available. 5%
5. Initiate affiliated duties assigned. 5%